

Posting:	#18-19
Posting Type:	Internal and External Announcement
Closing Date:	July 13, 2018 at 5PM
Starting Wage:	\$18.86/hour
	Full Time Position with benefits
Application Procedures:	Interested individuals are encouraged to apply by submitting a Brookings County application to ♦ Brookings County Human Resources ♦ 520 3 rd St Suite 210 ♦ Brookings, SD 57006 or online at www.brookingscountysd.gov
POSITION TITLE:	Deputy Director Veterans/Welfare
DEPARTMENT:	Veterans/Welfare
REPORTS TO:	Director of Veterans/Welfare
FLSA STATUS:	Non-Exempt
WAGE GRADE:	6

DESCRIPTION OF WORK

General Statement of Duties

Under the direct supervision of the Brookings County Veterans and Welfare Director. Performs office managerial duties and a variety of administrative assistant functions.

Examples of Duties: (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this grade.)

- Responsible for the recording of financial, personal and other information relating to Veterans, Welfare and collection activities in the office.
- Assists the Director in preparing reports, which may require extensive research of records and files.
- Responsible of purchases and maintenance of the office supply inventory.
- Prepares claims, invoices, vouchers, requisitions, records and a variety of reports for review by the director.
- Maintains and updates files and records of the office to include awards, pensions, compensation, disability, burial, VA forms, collections, including records required by law for the state audits, county auditor and other state, county and federal offices.
- Assists with the completion of a variety of forms, documents, to include applications for the processing of veterans' benefits, and county welfare programs, which requires research as needed.
- Works closely with the Director verifying welfare bills, coordinating schedules and appointments, enlisting help from volunteers, assisting with office budgets, etc.
- Responsible for the general operation of the office in the absence of the Director.
- Responsible for office correspondence and computer entry.
- Serves as office receptionist, greeting the public, answering questions and inquiries about county Welfare and Veterans matters.
- Attends training sessions and meetings as required.
- Performs work in a manner consistent with safe practices.
- Performs other such duties as assigned and necessary to the proper performance of the position

QUALIFICATION FOR APPOINTMENT

Required Knowledge, Skills, and Abilities

- Extensive knowledge of modern office practices, procedures and equipment including computers, word processing, calculators, fax machines, copy machines, etc.
 - Bachelor's Degree preferred with a minimum of two years of increasingly responsible clerical, office management and/or bookkeeping experience, or a combination of education, training, and experience as may be acceptable to the hiring authority.
 - Honorably discharged veteran with experience in the veterans' affairs processes strongly preferred.
 - Knowledge of record keeping and filing procedures.
 - Ability to make accurate mathematical computations.
 - Ability to understand and follow written and verbal instructions quickly and accurately.
 - Ability to communicate effectively verbally and in writing.
 - Possess organizational skills.
 - Ability to develop and maintain positive relationships with the general public and other employees.
- OR Any equivalent combination of education and experience as is acceptable to the hiring authority.